

SAMPLE – DISCIPLINARY LETTER

The Problem: Absenteeism
Tardiness
Careless work
Working within time frames (meeting deadlines)
Failure to follow rules/directions

Impact on Unit: Re-work takes more time
Customer needs not being met
Other co-workers performing your work
Not carrying share of workload

Statement of Expectations and any Follow-Up (if any): Follow rules
Meet time-frames
Show up for work

Consequence of Future Behavior: Suspension, Discharge, etc.

Signature/Copies: Department File
Debra G. Schlarb
Aquanette Simpson
Eric Smith
Union (if applicable)